Appointments, Drop-Ins, and Email: Determine What is Best for You

<table>
<thead>
<tr>
<th>Schedule an Appointment 20-30 Minute Meeting</th>
<th>Drop-In Advising Quick 5-10 Minute Meeting</th>
<th>Email Quick questions/clarifications</th>
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</thead>
<tbody>
<tr>
<td>• Course planning past the current semester (graduation plan)</td>
<td>• General information about course offerings or course content</td>
<td>• Clarification if you are unsure an appointment is necessary</td>
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<td>• Minor exploration</td>
<td>• Verification of existing schedule</td>
<td>• Clarification of a UA policy or procedure</td>
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<tr>
<td>• Degree checks for graduation</td>
<td>• General information about major requirements or UA policy</td>
<td>• Quick review of your current course schedule</td>
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<td>• Transfer credit approvals</td>
<td>• Quick Signatures</td>
<td>• Other inquiries – if I can answer your question over email, I will. If your question is more complex, I’ll recommend that you make an appointment or attend drop-in advising hours to talk more</td>
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<td>• Study Abroad planning</td>
<td>• Questions like: “Can CHEM 101A fulfill a NATS requirement?”</td>
<td>*Make sure you use your UA email address for advising communication. Allow 24-48 hours for a response.</td>
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<td>• Concerns about academic difficulties and advice about academic success strategies</td>
<td>• If you have an urgent question that may be longer than a drop-in question, please feel free to drop-in. We will do what we can in the allotted time, and schedule a follow-up meeting if needed</td>
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<td>• Personal exploration regarding graduate school, internships, jobs, etc.</td>
<td>*Drop-in advising is on a first-come, first-served basis. There may be a wait, so make sure you have time to stop by.</td>
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*Make advising appointments online & write down your appointment date and time so you remember to attend.

Make the Most of Academic Advising: Before, During, and After Your Meeting

**Before Advising Meeting**
- Determine what kind of advising appointment you need
- Familiarize yourself with the UA Calendar and be aware of University and College deadlines
- Review your academic advisement report
- Come prepared with an FSHD catalog checklist and/or questions written down
- Bring advising materials from previous appointments
- Cancel at least 24 hours in advance if you are unable to attend

**During Advising Meeting**
- Arrive on time
- Sign in at the front office
- Turn off or silence your cell phone
- Be open with your advisor about how things are going academically and personally
- Be willing to share things about yourself so we can better understand your goals and interests
- Ask question and take notes

**After Advising Meeting**
- Keep an advising folder with information you learn in all your advising appointments
- Complete any necessary follow up steps that your advisor recommended
- Seek available campus resources and opportunities discussed in your appointment
- If something is unclear afterwards, send follow up questions via email or attend drop-in hours